

HEALTH AND SAFETY OFFICER

CITY OF MILWAUKEE FIRE DEPARTMENT

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Occupational Safety, Communications, Business Administration or related field from an accredited college or university.
2. Four years of experience in employee safety and accident prevention programs.
 - *Equivalent combinations of education and experience may be considered.*
3. Valid driver's license at time of appointment and throughout employment.
4. Residence in the City of Milwaukee within six months after appointment and throughout employment.

DUTIES:

The Health and Safety Officer is a civilian employee of the Milwaukee Fire Department (MFD). The basic function of this position is to manage the MFD Health and Safety Program, which governs all activities, emergency and non-emergency, relative to the health and safety of all members of the MFD and others involved in MFD operations. Duties include but are not limited to the following: manages the implementation and fulfillment of MFD Safety Programs and coordinates safety compliance; performs safety evaluations and consultations related to work site equipment, materials, facilities, and procedures; conducts ongoing research and communicates information on safety laws, standards, and accident prevention procedures; acts as liaison between MFD and other departments and agencies on work place safety; prepares and disseminates statistical reports and bulletins; creates and publishes safe work procedures and investigative reports; represents MFD at various safety meetings; conducts safety briefings and acts in an advisory capacity at joint union/management meetings; plans, coordinates, and conducts safety training sessions; investigates and analyzes work-related injuries and illnesses and coordinates return to work. Performs other related duties as required. NOTE: Position is subject to emergency call-in as needed.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current applicable laws, codes, and standards regulating occupational safety and health to the fire service; knowledge of occupational safety and health hazards involved in emergency operations; knowledge of current principles and techniques of safety management; knowledge of current health maintenance and physical fitness issues affecting fire service members; knowledge of infection control practice and procedures as required in NFPA 1581, Standard on Fire Department Infection Control Program; ability to effectively research, organize, plan, coordinate, control, and follow through with programs and procedures; basic understanding of the physical sciences and engineering principles related to safety; knowledge of and ability to research, implement, monitor and report on functions such as risk management, training and education, accident prevention and investigation, record management, facility inspection, health maintenance, limited duty work programs, infection control, critical stress management, and post-incident analysis; ability to effectively communicate orally and in writing; ability to use computers efficiently and be familiar with various types of reporting software.

SALARY AND BENEFITS:

The current salary range (06) is \$48,257- \$67,566 annually.